

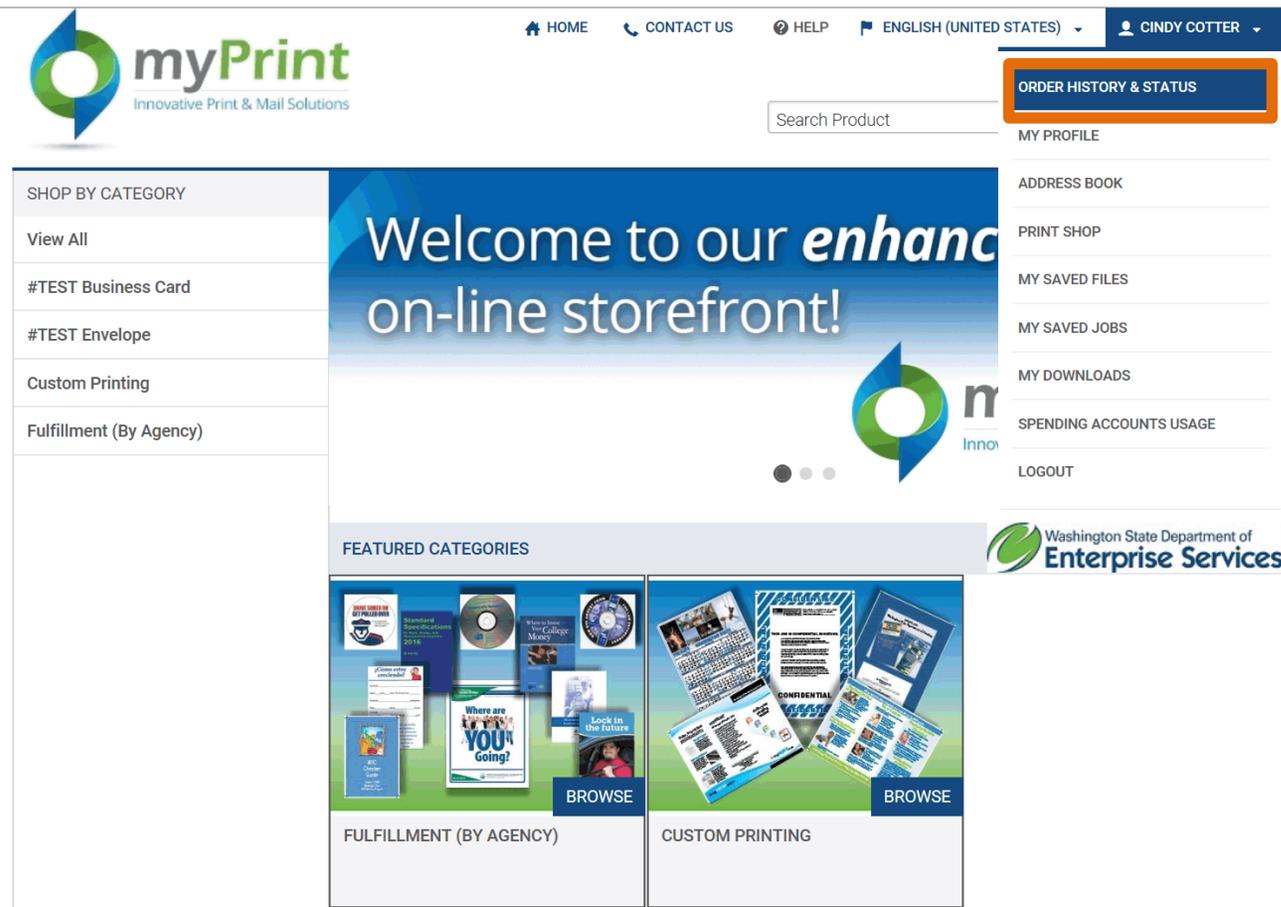
## JobAid: Re-ordering Products

Topic Overview - This job aid is for end-users who wish to re-order products using either Order History, or Saved Jobs

**Navigation:** Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

### Re-ordering from order history

1. Click the **drop down arrow** beside your user name. Select **Order History and Status** from the sub-menu.



The screenshot shows the myPrint website interface. At the top left is the myPrint logo. To the right are navigation links: HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and a user profile dropdown for CINDY COTTER. A red circle with the number '1' is placed over the user profile dropdown. The dropdown menu is open, showing options: ORDER HISTORY & STATUS (highlighted with an orange box), MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. Below the navigation is a search bar labeled 'Search Product'. The main content area features a large banner with the text 'Welcome to our enhanced on-line storefront!' and the myPrint logo. Below the banner is a 'SHOP BY CATEGORY' section with a 'View All' link and categories: #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency). At the bottom, there are 'FEATURED CATEGORIES' for 'FULFILLMENT (BY AGENCY)' and 'CUSTOM PRINTING', each with a 'BROWSE' button. On the right side, there is a logo for 'Washington State Department of Enterprise Services'.

2. Click on **Re-order** next to the order you wish to re-create. *This will bring you to your (shopping) Cart and you can proceed to Checkout.*

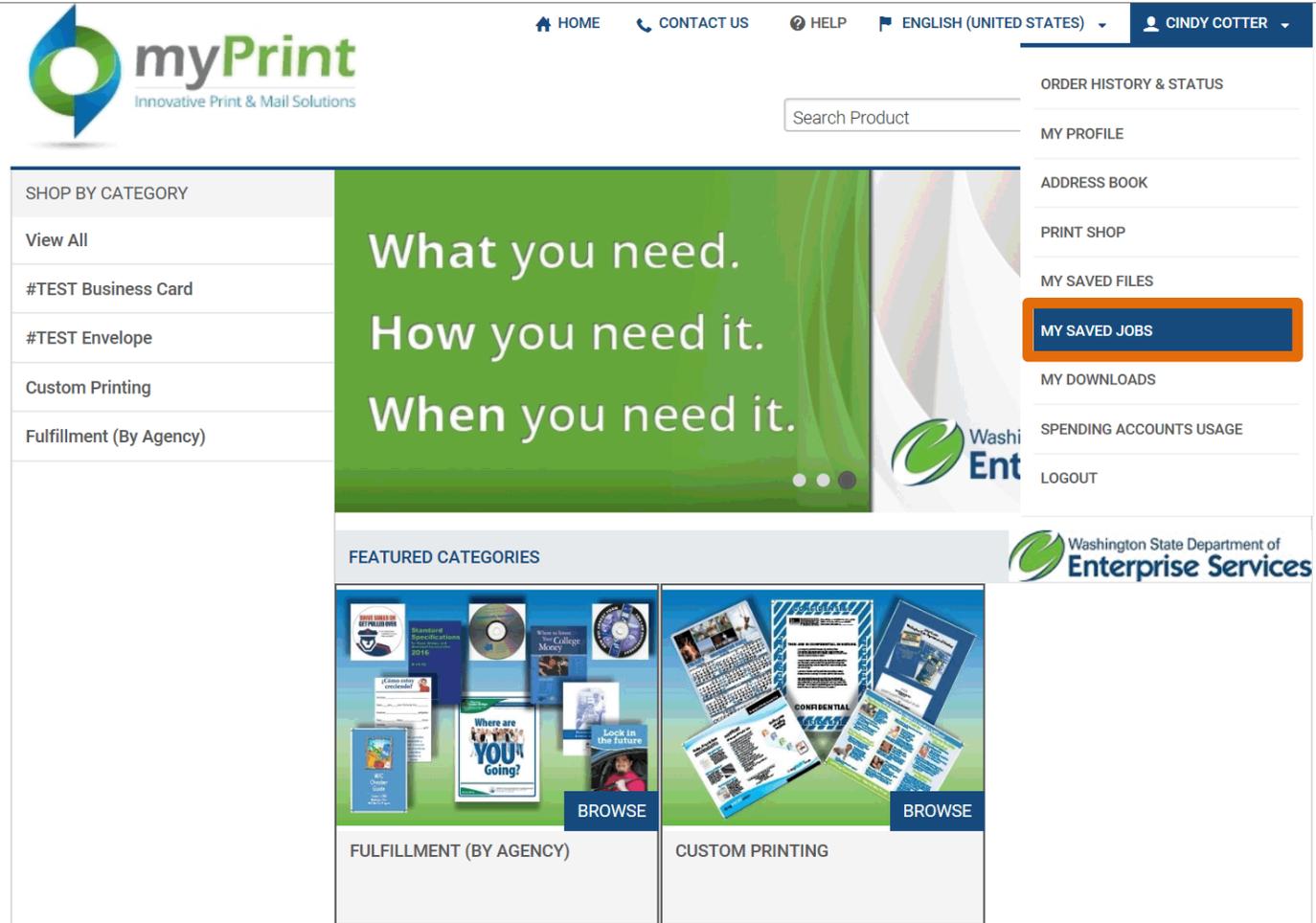
Order History & Status	ORDER HISTORY & STATUS		
My Profile	Time period	Show status	Sort by
Address Book	All Orders	All	Order Date
Print Shop	Search by Order ID <input type="text"/> <input type="button" value="Q"/>		
My Saved Files	<b>Order # 87839</b> Approved Order Date : 6/9/2016 8:29:18 AM Due Date : 6/15/2016 3:30:00 PM <u>test SSBC for training</u>	Cancel	Re-Order <span style="color: red; font-weight: bold;">2</span>
My Saved Jobs	<b>Order # 87835</b> Approved Order Date : 6/8/2016 5:01:14 PM Due Date : 6/15/2016 3:00:00 PM <u>Test BCs for Training3</u>	Cancel	Re-Order <span style="color: red; font-weight: bold;">2</span>
My Downloads	<b>Order # 87792</b> Approved Order Date : 6/8/2016 10:17:47 AM Due Date : 6/21/2016 8:00:00 AM <u>test SSBC for training</u>	Re-Order	<span style="color: red; font-weight: bold;">2</span>
Spending Accounts Usage			

## Re-ordering using My Saved Jobs

If you used the My Saved Jobs feature to set up jobs for future use you can use this for re-orders.

### Accessing Saved Jobs

1. Click on your name in the upper right-hand corner and scroll down to **My Saved Jobs**. This will bring you to the Saved Jobs Screen.



The screenshot shows the myPrint website interface. At the top left is the myPrint logo. The top right navigation bar includes links for HOME, CONTACT US, HELP, and a language dropdown set to ENGLISH (UNITED STATES). A user profile dropdown for CINDY COTTER is open, showing a list of options: ORDER HISTORY & STATUS, MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, **MY SAVED JOBS** (highlighted with an orange border), MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. A search bar labeled 'Search Product' is also visible.

Below the navigation bar is a large green banner with the text: "What you need. How you need it. When you need it." and the Washington State Department of Enterprise Services logo.

On the left side, there is a 'SHOP BY CATEGORY' menu with the following items: View All, #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency).

Below the banner is a 'FEATURED CATEGORIES' section with two main categories:
 

- FULLILLMENT (BY AGENCY)**: This category features a collage of various printed materials like brochures and business cards, with a 'BROWSE' button.
- CUSTOM PRINTING**: This category features a collage of printed documents and forms, with a 'BROWSE' button.

The Washington State Department of Enterprise Services logo is located in the bottom right corner of the featured categories section.

**2.** Click on **Open Job** next to the job you wish to order. Make any needed changes, or complete the steps to place the order. This will bring you to the Personalization screen. From there you will:

**3.** Click on **Update Preview**

**4.** Click on **Add to Cart**

**5.** Click on **I Agree**

**6.** Select a **Due Date** and click **Save**

**7.** Click on **Proceed to Checkout** and checkout as normal.

*Steps not shown in this job aid. For further detail, please use the My Saved Jobs job aid.*

Order History & Status	<b>MY SAVED JOBS</b>	
My Profile		
Address Book		
Print Shop		
My Saved Files		
<b>My Saved Jobs</b>	 <p><a href="#">Copy_Copy_Test BCs for Training3</a>            Added: 6/6/2016 12:37:26 PM PDT            Expiration: 6/6/2018 12:36:58 PM PDT</p>	<a href="#">Open Job</a> <a href="#">Remove</a>
My Downloads	 <p><a href="#">Test State Envelope</a>            Added: 6/6/2016 1:00:02 PM PDT            Expiration: 6/7/2018 1:14:47 PM PDT</p>	<a href="#">Open Job</a> <a href="#">Remove</a>
Spending Accounts Usage	 <p><a href="#">Test Standard BCs</a>            Added: 6/7/2016 3:07:46 PM PDT            Expiration: 6/7/2018 1:54:24 PM PDT</p>	<a href="#">Open Job</a> <a href="#">Remove</a>
	 <p><a href="#">Test WaTech Card for MySavedJobs</a>            Added: 6/8/2016 1:29:52 PM PDT            Expiration: 6/8/2018 1:27:29 PM PDT</p>	<a href="#">Open Job</a> <a href="#">Remove</a>